



Arkansas Department of Health and Human Services
Division of Youth Services

FINANCE &

Policy No. 1-01.4 Pages: 1 Manual: ADMINISTRATION

SUBJECT: Table of Organization **EFFECTIVE DATE:** 08/09/06

CHAPTER: General Administration **ATTACHMENTS:** Table of Organization

REFERENCE: _____ **AUTHORIZED BY:** J. Kenneth Hales

I. POLICY:

The Division of Youth Services (DYS) Finance & Administration Unit will maintain an efficient and cost effective organization in accordance with a documented table of organization.

II. APPLICATION:

All DYS Finance & Administration staff

III. DEFINITIONS:

IV. PROCEDURES:

- A. DYS will be organized/staffed as described in the DYS Table of Organization (see attached).
- B. Organizational Changes
 1. Section managers will submit proposed organizational changes, and justification for changes, to the Finance & Administration Assistant Director (A.D.) for review/approval.
 2. The A.D. will submit approved changes to the personnel section for official revisions to the Table of Organization.